

**Staff Member of the Year**

The DCP Staff Member of the Year award recognizes a DCP staff that goes above and beyond for our college, students, and coworkers. A staff member that shares their passion for helping, improving, and caring for the people and mission of our college, in an environment that is focused around educating future professionals. This award is designed to recognize those staff members who also play important and vital roles outside of the classroom.

**Nomination Form**

Please submit this form and supporting documents to the Dean’s Office (331 ARC) Attn: the Dean’s Administrative Assistant.

**Nomination Criteria**:

* Must be nominated by Chair/Director or Office Manager
* Submit nomination form and letter of support for candidate
* Two additional letters of support for nomination from any faculty, staff or students
* Must be TEAMS or USPS to be eligible
* Nominee must be in current position for three consecutive years.
* Three consecutive years of “Exceeds” on annual appraisal.

**Today’s date:**  **Nomination Deadline: October 16, 2017**

Nominee: UFID:

Department: Position:

Work address:

Phone:

Supervisor:

Nominator:

Department:

Work address:

Phone: Email:

Signature:

On a separate sheet of paper, please tell what the staff member has done in the past year to be the DCP Staff Member of the Year.